DEPARTMENT OF BENEFIT PAYMENTS

July 16, 1974

ALL-COUNTY LETTER NO. 74-132

TO: All County Welfare Directors

SUBJECT: DBP Task Force - Model Modular County EDP Systems

REFERENCE: All-County Letter No. 74-76

The county/state task force to develop a Model Modular County EDP System met in Sacramento, on June 27 and 28 with representatives from 13 counties in attendance.

The primary purpose of this meeting was to: (1) discuss the concept of a modular EDP structure for County Welfare Departments; (2) arrive at the best method for surveying existing and developmental systems by county, and (3) discuss alternative methods for evaluation and selection of systems or parts of systems to be included in the model system.

A questionnaire (Attachment 2) was developed to solicit input from all counties, non-automated as well as automated. The information gathered through county responses is expected to provide the means by which the task force can identify the characteristics of existing, developmental or desired county EDP systems to provide a basis for evaluation. Please complete the questionnaire, providing additional comments as you deem necessary, and reply by August 16, 1974.

A series of regional conferences has been scheduled to answer any questions you may have about the questionnaire specifically, and the task force in general (Attachment 1). Please limit your county's attendance to three participants. If it is more convenient for you and your staff to attend a meeting other than indicated on Attachment 1, please feel free to do so.

Your replies should be sent to Jack Reagan, 744 P Street, Mail Station 17-10, Sacramento, California 95814. Jack can be reached at (916) 322-5574.

Sincerely,

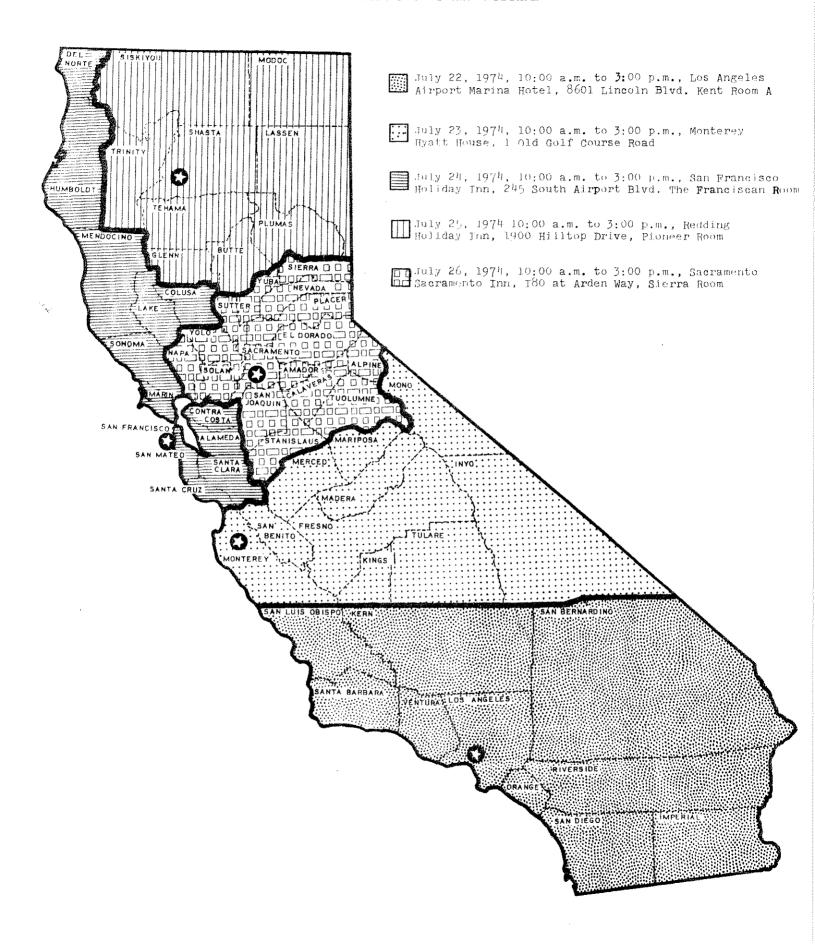WILLIAM J. KURTZ
Deputy Director
Administration

OBSOLETE

Superseded by _____ ACL #77-15

Issued 3-17-77

cc: CWDA

GEN 654 (2/74)

DBP TASK FORCE
MODEL MODULAR COUNTY EDP SYSTEMS

July 22, 1974, 10:00 a.m. to 3:00 p.m., Los Angeles Airport Marina Hotel, 8601 Lincoln Blvd. Kent Room A

July 23, 1974, 10:00 a.m. to 3:00 p.m., Monterey Hyatt House, 1 Old Golf Course Road

July 24, 1974, 10:00 a.m. to 3:00 p.m., San Francisco Holiday Inn, 245 South Airport Blvd. The Franciscan Room

July 25, 1974 10:00 a.m. to 3:00 p.m., Redding Holiday Inn, 1900 Hilltop Drive, Pioneer Room

July 26, 1974, 10:00 a.m. to 3:00 p.m., Sacramento Sacramento Inn, I80 at Arden Way, Sierra Room

DEPARTMENT OF BENEFIT PAYMENTS

TASK FORCE ON

MODEL MODULAR COUNTY EDP SYSTEMS

County Questionnaire

July 1974

I. FUNCTIONAL REQUIREMENTS

	Not Needed	Desirable	Under Study	Under Development	Existing

A. An automated Central Index Process is:

-   "On line capability is:

-   Inquiry by name is:

        Case Number is:

        Social Security Number is:

        Other is:

        X-index capability is:

B. An automated data collection method is:

    An "on line" or "real time" method is:

    A turn-around document is:

C. For all of your input process, describe how
    you edit your input.   (Attach comments)

D. An automated Eligibility Determination
    Process for:

-   AFDC-FG is:

-   AFDC-U is:

-   AFDC-BHI is:

-   OAS is:

-   ATD is:

	Not Needed	Desirable	Under Study	Under Development	Existing

- AB is:

- APSB is:

- Food Stamp N/A is:

- Food Stamp Assistance Household is:

- Medi-Cal MNO is:

- MI is:

- General Relief is:

- Other program is:

E. An automated Budget Computation Process
    for:

- AFDC-FG is:

- AFDC-U is:

- AFDC-BHI is:

- OAS is:

- ATD is:

- AB is:

- APSB is:

- N/A Food Stamp is:

- A/H Food Stamp is:

- Other program is:

- Automated Overpayment Adjustment is:

	Not Needed	Desirable	Under Study	Under Development	Existing

- Automated Unequal Payments is:

- A table driven budget computation module is:

- A machine generated notice of action is:

What percentage of your caseload has automated case budget computerized?

0-25%_____   25-50%_____   50-75%_____   75% and over_____

What percentage of the individual budget process is computerized?

0-25%_____   25-50%_____   50-75%_____   75% and over_____

Number of months within budget computation period _____.

F. A Warrant (ATP) Writing Process for:

- AFDC-FG is:

- AFDC-U is:

- AFDC-BHI is:

- OAS is:

- ATD is:

- AB is:

- APSB is:

- N/A Food Stamp is:

- A/H Food Stamp is:

- Automated PAW is:

- Automated F/S mail out is:

	Not Needed	Desirable	Under Study	Under Development	Existing
- Homemaker & Service Connected expense is:					
- Computerized Adjusted Net Income is:					
- Automated Vendor Payment is:					
- Automated Supplemental Payment is:					
- A machine generated WR 7 is:					
- Daily warrant printing is:					
- Weekly warrant printing is:					
- Monthly warrant printing is:					
- Other warrant printing is:					

G. An automated Aid Claiming Process is:

The computerization of the schedule of adjustments is (as indicated by claim number)

- Summary Report of Assistance Expenditures Old Age Security, AG 800, is:

- Summary Report of Assistance Expenditures Aid to the Disabled DA 800, is:

- Summary Report of Assistance Expenditures Aid to the Blind, BL 800, is:

- Summary Report of Assistance Expenditures Aid to Potentially Self-Supporting Blind, APSB 800, is:

- Summary Report of Assistance Expenditures BHI-AFDC Children in Boarding Homes and Institutions, CA 800 (BHI), is:

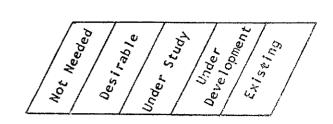|	Not Needed	Desirable	Under Study	Under Development	Existing
- Summary Report of Assistance Expenditures Aid to Families with Dependent Children, CA 800, is:					
- Summary Report Aid for the Adoption of Children, AD 800A, is:					
- Special Shelter Payments Summary Report, ABD 800 SSP, is:					
- Summary Report of Special Circumstances, SC 800, is:					
- Summary Report of Assistance Expenditures Home Valued at Greater than $25,000, ABD 800, is:					
- Attendant Care, Nonmedical Board and Care and Special Needs, ABD 800A, is:					

NOTE: If automated process is under development or existing, list those items still compiled manually.

H. An automated Services Certification Process in:

- AFDC-WIN is:

- AFDC-Non-WIN is:

- CWS is:

- OAS is:

- AB is:

- ATD is:

- Other program is:

	Not Needed	Desirable	Under Study	Under Development	Existing

I. An automated Services Reporting
Process in:

- AFDC-WIN is:

- AFDC-Non-WIN is:

- CWS is:

- OAS is:

- AB is:

- ATD is:

- Other program is:

J. An automated Services Evaluation
Process in:

- AFDC-WIN is:

- AFDC Non-WIN is:

- CWS is:

- OAS is:

- AB is:

- ATD is:

- Other program is:

K. An automated Management Reporting
Process is:

L. An automated Quality Control Process is:
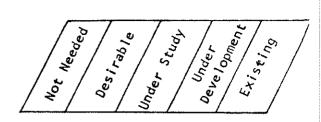

II. <u>INFORMATION REQUIREMENTS</u>

A. Automated AFDC Program Monthly
   Information on:

   - Caseload Statistics is:

   - Applications by program segment and
     reason is:

   - Discontinuances, with reason is:

   - Total grant expenditures, with
     averages is:

   - Administrative costs for AFDC, actuals
     and budgeted is:

   - Staffing, cases per worker is:

   - Report summaries on investigations is:

   - Employables Data, detailed is:

   - Aliens receiving AFDC is:

   - Absent parent support payments is:

   - Fair hearings held is:

   - AFDC Boarding Homes and Institutions
     Movement is:

   - Recipient Socio/Economic
     Characteristics is:

   - Fraud investigation report is:

   - Quality Summaries is:

   - Families with children receiving
     day care is:

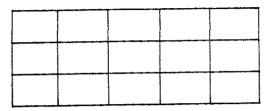   - Family Planning Services is:

	Not Needed	Desirable	Under Study	Under Development	Existing
- BHI reconciliation is:					
- DFA 323 and 47 time study is:					
- WP 20.59 accessions and separations is:					
- Special need expenditures is:					
- Notices of Intended Action is:					
- Elementary and Secondary Education Act is:					
- State Educational Report (Title I Funds) is:					

B. Automated AFDC Program Quarterly Information on:

	Not Needed	Desirable	Under Study	Under Development	Existing
- Quality Control Data is:					
- AFDC application processing time is:					
- Veterans benefits referrals is:					

C. Automated WIN Program Information on:

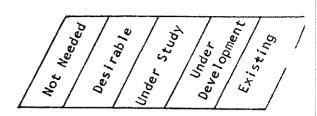|	Not Needed	Desirable	Under Study	Under Development	Existing
- AFDC WIN savings is:					
- Eligibility Determinations is:					
- WIN 60-Day Counseling is:					
- WIN Certification is:					
- WIN Status (type of child care) is:					
- Child Care arrangements is:					
- Expenditures, WIN, SCE, ETS, GR, AFDC is:					

D. Automated General Relief Program
    Information on:

    - Caseload and Expenditures is:

    - Fraud Investigation is:

    - Vendor Payment Reconciliation is:

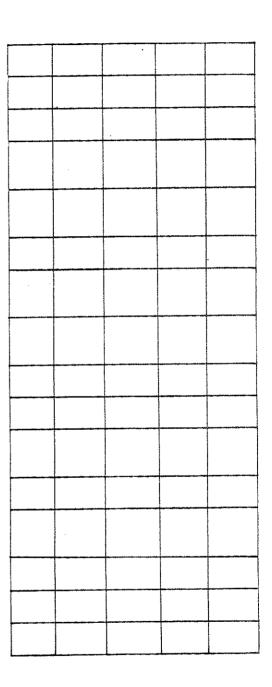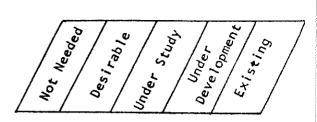|				

E. Automated Medi-Cal Eligibility Program
    Information on:

    - Persons eligible for benefits by type is:

    - Data Elements used in eligibility
      determination is:

    - Cost of Medi-Cal program administration
      is:

    - Assistance only caseload movement is:

    - Assistance only eligibility is:

    - Administrative cost of MI program is:

    - Liability computation is:

    - Determination of category in MI is:

    - Machine issuance of MC-177 is:

    - Medi-Cal Notice of Action is:

    - C.I.D. reporting is:

    - Elimination of MC-176 is:

    - Local computer issuance of card is:

    - List eligibles and history for last
      year is:

F. Automated Adult Systems Program
   Information on:

   - Emergency leave is:

   - Total certification is:

   - Special circumstance payments is:

   - Excess real property, by aged, blind,
     disabled is:

   - APSB client applications, verifications,
     computations is:

   - SSP cases is:

   - Cuban Refugees and Repatriated
     Americans is:

   - Applications and actions, with time
     index is:

   - Authorization or denials is:

   - Staffing by function is:

   - Caseload movement by program by
     assistance category is:

   - Fraud investigation is:

   - Homemaker services, SSI/SSP, Title XVI
     eligibility is:

   - Program administration costs is:

   - Property Tax reimbursement, cases is:

   - Homemaker and chore payments is:

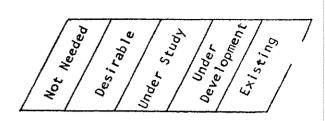|				

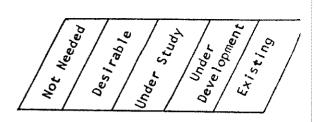G. Automated Food Stamp Program Information on:

- Payroll data is:

- Certification summary is:

- Participation summary is:

- Benefits (PA and NPA) is:

- Applications (PA and NPA) is:

- Recertification (PA and NPA) is:

- Coupon mail issuance and losses is:

- Reductions/terminations due to employment is:

- Variable Purchase usage is:

- Claim determination and recoveries is:

- ATP transaction costs is:

- Fair hearing activity is:

- Refunds and retroactive adjustments is:

- Household transfer is:

- Quality control is:

- Computation of bonus is:

- Computer issuance of authorization is:

- Computer issuance of automatic deductions is:

- 24-hour response to new issuances is:

- Recordings of hand emergency issuances is:

- Full redemption processing is:

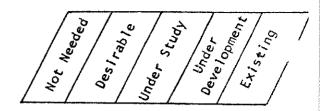- Production of food stamp ID cards is:

H. Automated Social Services Program
    Information on:

    - Eligibility linkage to services
      program is:

    - Basic client characteristics (age, sex,
      race, etc.) is:

    - Service goals is:

    - Barriers to goal achievement is:

    - Types of services to attack barriers is:

    - Amount of workers client-interactive
      time is:

    - Method of service delivery is:

    - Cost of purchased services, by case is:

    - Dates of case opening and closing is:

    - Barriers status at service termination
      is:

    - Goal status at service termination is:

    - Total SRS funds expended is:

    - Direct operated Day Care information is:

    - Terminations of Services is:

    - DFA Welfare Program -
      1-8 distribution is:

    - CA 291 Child Protective Services is:

    - Verification of Expenditure is:

1. Automated Assistance Claiming Information on:

   - Payments by state case number is:

   - Payments by payee name for AFDC-BHI is:

   - Payments by case number on integrated payrolls is:

   - Page and account totals for payrolls is:

   - Integrated payrolls is:

   - Special needs identified is:

   - Overpayments extended by grant reduction is:

   - Codes for identifying types of payments is:

   - Case ID number for SSI/SSP cases is:

   - Claiming formula and computation of claim is:

   - Grant change client notification is:

   - Issuance of continuing grant warrants is:

   - Daily issuance of supplemental warrants is:

   - Recording of hand issued emergency warrants is:

   - Printing of 12 months of case history is:

   - Payment transaction is:

   - Person count is:

   - Crediting of absent parent contributions is:

J. Automated Quality Control Information on:

	Not Needed	Desirable	Under Study	Under Development	Existing
- County selection of sample is:					
- County certification of sample is:					
- Identification of error elements is:					
- Error element frequencies by kind of error is:					
- Error element frequencies by agency is:					
- Error dollar costs by kind of error is:					
- Case payments by kind of error is:					
- When error occurred by kind, client or agency is:					
- Cases with misrepresentations of facts is:					
- Dispositions of cases is:					
- Record count by month and kind or error is:					
- Complete and incomplete reviews by month is:					
- Review month by over/underpayments is:					
- Review month by reason for incomplete review is:					

NOTE: Please attach any additional comments you wish to make regarding items not shown on this questionnaire.